



## DEPARTMENT OF THE NAVY

COMMANDER  
NAVY REGION, MID-ATLANTIC  
6506 HAMPTON BLVD.  
NORFOLK, VA 23508-1273

IN REPLY REFER TO:

COMNAVREGMIDLANT  
INST 3050.12  
Code N305

28 FEB 2000

### COMNAVREG MIDLANT INSTRUCTION 3050.12

Subj: NAVAL EMERGENCY PREPAREDNESS LIAISON OFFICER DUTIES AND RESPONSIBILITIES

Ref: (a) CINCLANTFLTINST 3440.1B  
(b) OPNAVINST 3440.16C  
(c) COMNAVRESFORINST 3000.1D

Encl: (1) Quarterly Activities Report  
(2) Administrative Data Status Report

1. Purpose. To establish and define the duties and responsibilities of Naval Reserve Officers assigned as emergency preparedness liaison officers to First Continental U.S. Army, (CONUSA) State Adjutant Generals/State Area Commander Headquarters and the Federal Emergency Management Agency (FEMA) Region III in support of the Department of the Navy (DON) Civil Emergency Management Program within the area of responsibility assigned to Commander, Navy Region, Mid-Atlantic (COMNAVREG MIDLANT) as the Regional Planning Agent (RPA) per reference (a) and (b).

2. Cancellation. COMNAVBASENORVAINST 3050.12G. Due to numerous changes throughout instruction should be read in its entirety.

### 3. Background

a. Federal policy exists which provides for military assistance to civil authorities in coping with civil emergencies or disturbances that exceed the response capabilities of civil authorities. References (a) and (b) establish DON policies, planning guidance, responsibilities and concept of operations for conducting Military Assistance for Civil Authorities (MSCA) and/or Military Support for Civil Disturbance (MACDIS) under various circumstances of emergency. Under the "all Hazards" approach, civil emergencies may include any domestic natural or man-made disaster or emergency that causes or could cause substantial harm to the population or infrastructure including the consequences of any attack, national security emergency, or civil disturbance.

**28 FEB 2000**

b. References (b) and (c) provide for the assignment of Naval Reserve Officers in the Selected Reserve (SELRES) to serve as Naval Emergency Preparedness Liaison Officers (NEPLO) in support of RPA, COMNAVREG MIDLANT. NEPLoS represent, support, interface and serve as conduits between COMNAVREG MIDLANT and associated military and civil headquarters and facilitate the exchange of information, promote cooperation and coordinate the planning and implementation of the Navy Civil Emergency Management Program.

#### 4. Definitions

a. All Hazards. Natural or man-caused events, without limitation, including civil disturbances, which may result in major disasters or emergencies.

b. Civil Defense. Activities and measures designed to minimize effects upon the domestic civilian population caused by an enemy attack upon the United States.

c. Civil Disaster. Any domestic event having a significant potential for causing the loss of life, injury, human suffering, or property damage to the civilian community. Civil disasters include civil emergencies, civil disturbances, and situations requiring implementation of civil defense measures.

d. Civil Disturbances. Group acts of domestic violence and disorders prejudicial to public law and order within the 50 states, District of Columbia, Commonwealth of Puerto Rico, United States possessions and territories, or any political subdivision thereof. This includes all domestic conditions requiring the use of Federal Armed Forces under Chapter 15 of Title 10, U.S.C.

e. Civil Emergency. Any domestic occurrence or threat other than civil disturbance or wartime emergency which may cause considerable injury or harm to the population or substantial damage or loss of property.

f. Declared Disaster/Emergency. Any actual or threatened condition which, in the determination of the President, is of such severity and magnitude to warrant Federal assistance under Public Law 93-288 (Disaster Relief Act of 1974) to supplement State and local government efforts to relieve damage, hardship, and suffering.

g. Federal Emergency Management Agency (FEMA). An independent Federal agency which coordinates Federal efforts and

28 FEB 2000

responsibilities to anticipate, prepare for, and respond to domestic emergencies and disasters.

h. Foreign Disaster. A civil emergency that occurs outside the contiguous 48 states, Hawaii, Alaska, and United States territories and possessions.

## 5. Policy

a. The primary objective of Navy emergency management is to protect and restore Navy mission capabilities. However, considering Navy mission priorities, Navy commanders (all levels) must be prepared to employ appropriate Navy resources under their cognizance in support of civil emergencies. Navy resources in this context refer to personnel, forces, equipment, supplies, and facilities.

b. Conforming with the intent of Title 18, U.S.C. 1385 (Posse Comitatus Act), DON personnel shall not be employed to enforce civil law except as provided for in SECNAVINST 5820.7 (Series).

c. DON resources will be provided for support to civil authorities only when response or recovery requirements are beyond the capabilities of the civil authorities as determined by FEMA or other lead Federal agency for emergency response. All State resources, including the National Guard, should be considered before use of DOD resources is requested.

d. Military commanders are authorized to respond to requests from the civilian sector to provide an "immediate response" when necessary to save lives, prevent human suffering, and/or to limit great property damage. An "Immediate Response" scenario is situation-specific and may or may not be associated with a declared disaster. Immediate assistance by commanders will not take precedence over their mission-related duties, or over the survival of their own units. Navy commanders acting under Immediate Response authority shall advise COMNAVREG MIDLANT of the details of the operation as soon as the situation allows.

## 6. NEPLO Assignments

a. One NEPLO is assigned as RPA representative to CONUSA headquarters at Fort Gillem, GA. The NEPLO provides advice, coordination and assistance regarding all aspects of Navy civil emergency planning and operations to CONUSA headquarters, including coordination of Navy resource needs.

**28 FEB 2000**

b. Two NEPLOS are assigned to the Region III headquarters of FEMA in Philadelphia, PA to coordinate, advise, and assist the Regional Director regarding all aspects of Navy Civil emergency planning and operations.

c. One NEPLO is assigned as RPA representative to each state's State Adjutant General (TAG)/State Area Commander (STARC) Headquarters in the states of Delaware, Maryland, Pennsylvania, Virginia, West Virginia and the District of Columbia. NEPLOS participate in the planning, coordinating, and execution of civil assistance plans at the state and local levels. They also inform naval activities within their area of responsibility on the status and requirements of state or District of Columbia support plans; assist the RPA in identifying, reporting, and verifying the emergency response capability of Navy forces; and advise Navy activities in planning, coordinating, and training for civil emergency contingencies.

7. Responsibilities. NEPLOS will represent COMNAVREG MIDLANT as the RPA in planning and coordinating DON assistance to civil authorities in civil emergency/disasters and be responsible for:

a. Advising and assisting the State Command Authorities in preparation/revision of state contingency plans which may require naval resources to assist civil authorities.

b. Represent and assist DON commanders in planning, coordinating, and reporting DON resources available for civil disaster contingencies.

c. As directed by COMNAVREG MIDLANT, serve on civil/military committees or boards representing COMNAVREG MIDLANT on all matters pertaining to civil disaster planning and operations.

d. Advise assigned headquarters of DON capabilities, limitations and priorities for rendering support to civil authorities.

e. Coordinate resolution of claims involving DON resources as well as civil resources needed for military or civil disaster operations.

f. Advise assigned headquarters of assistance DON may require in various disaster contingencies.

g. Assist COMNAVREG MIDLANT in identifying and reporting Navy, Marine Corps and Coast Guard resources available.

28 FEB 2000

- h. Develop and maintain a Continuity File.
- i. Assist assigned headquarters in its civil assistance planning and execution responsibilities.
- j. Advise COMNAVREG MIDLANT of planning requiring DON support in civil disaster contingencies.
- k. Coordinate with other NEPLOs in assigned area.
- l. Forward request for DON assistance to COMNAVREG MIDLANT, duty hours - (757) 322-2791/2859 DSN 262-2791/2859, or FAX (757) 444-1163, non duty hours - CDO Pager (757) 860-8731.
- m. Participate in the preparation and evaluation of exercises including preparation of Mission Scenario Events List (MSELS), exercise training, operations and critiques.
- n. Conduct briefings to both military and civilian agencies within the regional area to acquaint these agencies with MSCA, Land Defense of CONUS and DOD Key Assets Protection Program (KAPP).
- o. Maintain and update the Department of Defense Resource Data Base (DODRDB) of military assets/capabilities within the NEPLO's area of responsibility.
- p. Facilitate the mobilization and/or movement of DON resources within assigned area.
- q. Attend all required National and COMNAVREG MIDLANT training programs.

#### 8. Reports and Forms

- a. A quarterly (30 January, 30 April, 30 July, and 30 October) activities report will be submitted utilizing the format in enclosure (1).
- b. A semi-annual (Oct - Mar and Apr - Sep) administrative data status report will be submitted utilizing the format in enclosure (2).
- c. When Navy resources are being utilized to assist civil authorities a daily situation report (SITREP) will be submitted by each NEPLO to COMNAVREG MIDLANT using the fastest means available.

COMNAVREGMIDLANTINST 3050.12

~~11~~  
**28 FEB 2000**

d. After action lessons learned summary reports will be submitted by each NEPLO to COMNAVREG MIDLANT within five days of completion of duty.



W. L. DILLINGER  
Chief of Staff

Distribution (COMNAVBASENORVA/SOPA (ADMIN) HAMPINST 5216.2X)  
List II  
List III (Only 6)  
List IV (Only C8)  
List V

Copy to:

Adjutant General of Delaware  
Adjutant General of District of Columbia  
Adjutant General of Maryland  
Adjutant General of Pennsylvania  
Adjutant General of Virginia  
Adjutant General of West Virginia  
CNO  
CG First U.S. Army  
COMNAVRESREDCOM FOUR  
COMNAVRESREDCOM SIX  
CG FLTMARFORLANT  
COMMANDER SECOND COAST GUARD DISTRICT

(75 copies)

Stocked by: COMNAVREG MIDLANT (N1023)

28 FEB 2000

QUARTERLY ACTIVITIES REPORT

From:

To: Commander, Navy Region, Mid-Atlantic (N30),  
6506 Hampton Blvd., Norfolk, VA 23508-1273

Subj: QUARTERLY ACTIVITIES REPORT

Ref: (a) COMNAVREGMIDLANTINST 3050.12

1. Report activities input for \_\_\_\_\_ (quarter). Indicate concisely in narrative form what transpired during the quarter that would be of interest to the Commander, i.e., personnel contacted, subject discussed, problems covered or major areas of progress.
2. Planned activities. Indicate plans or projects for next training period, i.e., visits or anticipated problems.
3. Other items of interest.

Copy to:

COMNAVRESFOR

COMNAVRESREDCOM \_\_\_\_\_

Enclosure (1)

~~11~~ ~~11~~ ~~11~~  
28 FEB 2000

ADMINISTRATIVE DATA STATUS REPORT

From:

To: Commander, Navy Region, Mid-Atlantic, (N30)  
6506 Hampton Blvd., Norfolk, VA 23508-1273

Subj: ADMINISTRATIVE DATA STATUS REPORT

Ref: (a) COMNAVREGMIDLANTINST 3050.12

1. During the period \_\_\_\_\_ (i.e., OCT 99- MAR 00 the following occurred:

- Physical Readiness Test: Date Taken: \_\_\_\_\_  
Results: \_\_\_\_\_ Previous Test Date: \_\_\_\_\_
- Drug Test Date: \_\_\_\_\_
- HIV Test: Date Taken \_\_\_\_\_ Results: \_\_\_\_\_
- Physical Examination: Date Taken \_\_\_\_\_

2. AT/ADT performed/scheduled:

3. Any other pertinent administrative information.

Copy to:

COMNAVRESFOR

COMNAVRESREDCOM \_\_\_\_\_

Enclosure (2)